



**Illinois Association of Museums**

**Museum Grant  
Program  
2004**

**Application  
And  
Guidelines**

**Acknowledgments**

The staff and Board of Directors of the Illinois Association of Museums would like to gratefully acknowledge the assistance of the following individuals and organizations

in the development of this grant program:

Karla Nicholson, Community Services Office, Kentucky Historical Society

Janice Klein, Chair, Small Museum Administrators Committee of the  
American Association of Museums

Karen Gosnell, Executive Director, Maryland Association of History Museums, Inc.

The Small Museum Association

The staff of the Public Museums Grant Program of the Illinois State Museum



# Guidelines



## ***Overview of the Museum Grant Program:***

The Illinois Association of Museums (IAM) has established the Museum Grant Program to assist member institutions to increase knowledge of professional skills in accepted museum practices; to better preserve, exhibit, and interpret their collections; and to better serve their communities.

Funds for the Museum Grant Program may be derived from any or all of the following sources:

- The Illinois Association of Museums annual budget
- The Silent Auction at IAMs Annual Conference
- A gift from a donor
- Grants from outside funding sources
- Other monies designated by the IAM Board of Directors

## ***Eligibility Requirements:***

To benefit from the IAM Museum Grant Program, a museum must:

1. be an institutional member in good standing of the Illinois Association of Museums;
2. own or utilize tangible objects;
3. care for those objects and exhibit them to the public on a regular schedule (this standard is interpreted to mean open to the public for a minimum of forty days per year);
4. be a non-profit organization, and it must have applied for or received recognition as a tax-exempt organization (501(c)(3)) with the federal Internal Revenue Service (IRS); **or**, as a museum, must be a non-profit organization or an agency or instrumentality of a state or local jurisdiction such as a county or city, or an institution of higher learning at the time of application for a grant.

Preference will be given to museums in the following order:

1. Museums that have not received an IAM grant in the past
2. Small museums with limited budgets and all volunteer staff
3. Small museums with limited budgets and a single paid staff person
4. Museums with limited budgets and fewer than ten staff members
5. Museums with ten to twenty-five staff members
6. Museums with more than twenty-five staff members

Museums may apply for only one IAM Museum Grant per year.

Museum consortia and partnerships may apply for a grant if all the museums are IAM members.

## ***Completing the Application:***

Grant applications for each category are included in this packet. The two-page cover sheet and budget form must be completed for each application. In addition, a narrative of one to four pages must be included with each application. Please use the appropriate list of narrative questions for the grant category for which you are applying. All questions

should be answered as thoroughly as possible within the space limitations. Please type the appropriate question before each response.

***Mailing the Application:***

Please mail the **original plus five copies** of the complete application to:

Executive Director  
Illinois Association of Museums  
1 Old State Capitol Plaza  
Springfield, IL 62701

All applications **must be postmarked by November 1.**

***Notification:***

All applicants will be notified about the status of their grant by January 1 of the year following the November 1 deadline. Payment of 50% of the funds will be made at the start of the project. The remaining 50% will be paid only after submission of appropriate receipts and a written evaluation of the project by the grantee. All funds are expected to be expended by the recipient institutions June 1. Special arrangements must be made with the IAM executive director if this is not to be the case. All work funded by IAM must be begun after the grant notification.

***Assistance for Grant Applicants:***

The Illinois Association of Museums staff is available to discuss potential grant projects with applicants. Lists of potential consultants and resources are available. To speak with a staff member, call 217/524-7080 or 217/524-6977.

***Evaluation Criteria:***

Applications will be reviewed in accordance with the following criteria:

1. Public Purpose
  - Significance – does the project impact the collection, preservation, interpretation or appreciation of the local community’s life or Illinois heritage and/or culture?
  - Urgency/Need – does the project address an important need? Is time frame critical? Are collections at risk?
  - Project Design – is the project well conceived and appropriate to the institution’s mission and planning?
  - Local Commitment – can the project stimulate local and/or non-state support?
2. Impact
  - Educational Value – does the project have value to the institution, the public, and to the community?
  - Demonstration Value – will the project serve as a model of outstanding museum professionalism for others?
  - Museum Professionalism – does the project encourage museum professionalism and professional practice?
  - Accessibility – does the project provide increased access to information about the museum’s community or the state of Illinois? Does it use innovative techniques to make this possible?

3. Project Management

- Professional Capabilities – do museum staff/volunteers and consultants have professional qualities required for a successful project? Are staff/volunteers likely to follow through with consultant’s recommendations?
- Administrative Capabilities – does the institution have successful experience with project management?

***Credit:***

All grant recipients will be required to include in all promotion, publicity, programs, publications, and projects the following credit line:

*“This (program/project) is supported in part with funds from the Illinois Association of Museums.”*

**Failure to comply with this acknowledgement request may result in forfeiture of the second grant payment**





## Grant Categories



### ***Community Awareness Grants***

Community Awareness Grants may be used by a museum for a project that helps to increase public appreciation and awareness of some aspect of the museum's role in the community.

Application deadline: November 1

Notification by January 1

Funds must be spent by June 1

**Range of grants: Up to \$500**

Grant funds must be matched with an equal amount of local dollars that may include in-kind donations.

#### *Acceptable Uses of Funds:*

*Community Celebration or Festival* – pay for cost associated with developing a community celebration, festival, or other activity that brings attention to some aspect of the community's history or cultural life, or highlights some aspect of the museum's collection or program. Examples may include a Family Heritage Fair, a folk art festival, an ethnic festival, or the introduction of a major museum acquisition.

*Local Research/Publication* – pay for costs associated with producing a book, brochure, or pamphlet about local history, a local artist, or other local event or milestone. Funds may be used to hire staff to conduct research for the project; pay design, layout, or printing costs of a publication; or produce promotional materials.

*Community Tours* – pay for costs associated with developing or promoting tours of the community including walking and driving tours. Funds may be used to develop or print brochures, hire support staff, or purchase equipment necessary to carry out the tours.

*Other Community-Based Projects*



### ***Conservation Support Grant***

Conservation Support Grants may be used to purchase conservation supplies or equipment necessary to properly care for collections in museums and archives. Purchased materials should aid in the preservation of artifacts, documents, photographs, and/or other materials in the collection. Conservation Support Grants may also be used to defray the costs of hiring a qualified conservator to work on a single object or some part of the museum's collection.

Application deadline: November 1

Notification by January 1

Funds must be spent by June 1

**Range of grants: Up to \$500**

A **cash** match of \$1 to \$1 is required if purchasing supplies. If paying a conservator's fee, grant funds must be matched with an equal amount of local dollars that may include in-kind donations.

*Acceptable Use of Funds:*

*Purchase of conservation supplies* – purchase archival items that include but are not limited to: archival-quality storage materials (boxes, folders, albums, photo and document sleeves, tissue paper, etc.), environmental control materials (UV light filters, hygrometers, etc.), appropriate storage shelving, and books that outline appropriate conservation and care procedures. Other kinds of conservation supplies may be acceptable with prior approval of the IAM staff.

*Conservator fees* – pay for the services of an approved conservator to work on a single object in the collection or a portion of the museum's collection.

*Amount of Funding:*

Applicants may request funds ranging up to \$500. The amount requested must be matched with a **cash amount** from the organization's budget or from community/member donations. The matching amount must be applied to the total purchase of conservation supplies. If the grant is providing a conservator, in-kind donations will be accepted as part of the matching funds.

*Purchases with Grant Funds:*

All purchases made with grant funds and the cash match must be made from an acceptable archival supply house. A list of suppliers is available from the IAM office. All conservators must be approved by the IAM Grant Review Committee and the application must include the conservator's resume or *vita*. The budget is required to include a **minimum honorarium of \$200** plus expenses to be paid to the conservator. A list of possible conservators is available from the IAM office.



### ***Consultation Services Grants***

Consultation Services Grants may be used to hire a consultant brought in to offer advice on governance issues, collections management, fiscal policies and fund raising, collections storage and conservation, exhibit design and construction, interpretation, or educational programming.

Application deadline: November 1

Notification by January 1

Funds must be spent by June 1

**Range of grants: Up to \$500**

Grant funds must be matched by an equal amount of local dollars that may include in-kind donations

*Acceptable Uses of Funds:*

Possible uses of the funds includes but is not limited to the following: a facilitator for a long-range planning board retreat, a registrar to assist in establishing a collections management policy and registration system, a fund-raiser to help develop an annual campaign program, a conservator to lead a workshop on basic conservation issues or to

assess some part of the collection's conservation needs, an exhibit designer to evaluate current exhibits and suggest alternatives for future displays, or an educator to help develop classroom programs. Consultants are expected to submit a written report to the museum with a copy of the report sent to the IAM office with the museum's Final Report on the grant. Consultation Services Grants may also be used to pay a museum's share of a Conservation Assessment Program Grant (CAP), a Museum Assessment Program Grant (MAP), or other federally funded assessment program grant.

*Choosing a Consultant:*

All consultants must be approved by the IAM committee and the application must include the consultant's resume or *vita*. The budget is required to include a **minimum honorarium of \$200** plus expenses to be paid to the consultant. A list of possible consultants is available from the IAM office.



### ***Exhibit and Educational Program Grants***

Exhibit and Educational Program Grants may be used by an organization to develop exhibits, educational programs for the public or school children, or to improve interpretation in a museum.

Application deadline: November 1

Notification by January 1

Funds must be spent by June 1

**Range of grants: Up to \$500**

Grant funds must be matched by an equal amount of local dollars that may include in-kind donations.

*Acceptable Uses of Funds:*

*Exhibits* – hire a designer to plan an exhibit; hire someone to construct and/or install a new exhibit; purchase exhibit cases or display equipment; pay for printing costs of exhibit labels; pay for reproductions of photos, maps, or other graphics for an exhibit; pay a scholar to research information for an upcoming exhibit; pay for the printing of an exhibit catalog.

*Educational Programs* – pay for the costs of bringing in speakers or demonstrators for a lecture, seminar, or other educational program; purchase supplies or pay for presenters for a children's workshop; print materials to be used as handouts in a museum or at a public program; pay for brochures or mailing expenses to market a program or series of programs; pay the costs for developing a program for a new audience such as Scouts or Elderhostel groups.

*Museum Interpretation* – develop a training program for museum guides and interpreters; pay for speakers to instruct guides and interpreters about some aspect of the museum's subject matter, customer service, or other subject related to their work; hire a researcher to develop a more accurate storyline for guides and interpreters.



## ***Technology Grants***

Technology Grants may be used to purchase equipment or software that enables museums to provide more efficient and effective service to their constituents.

Application deadline: November 1

Notification by January 1

Funds must be spent by June 1

**Range of grants: Up to \$500**

A **cash** match of \$1 to \$1 is required.

### *Acceptable Uses of Funds:*

Some examples of equipment that may be purchased include computers, printers, answering machines, copying machines, scanners, microfilm readers, digital cameras, and software for the management of collections, membership files, financial files, etc. Funds may also be used for training – by qualified instructors – of staff/volunteers in the use of new equipment and/or software. Funds may also be used to design and establish a website.

### *Amount of Funding:*

Applicants may request funds ranging up to \$500. The amount requested must be matched with a **cash amount** from the organization's budget or from community/member donations. The matching amount must be applied to the total purchase of technology supplies and training.





# Application



## *Instructions*

1. **Complete the Cover Sheet** – both pages. Don't forget to:
  - a. Check the box for the type of grant for which you are applying
  - b. Get the signature of an authorizing official from your institution. Note that the project director may **not** sign as the authorizing official. If the director of the museum is the project director, the president of the board of directors/trustees should sign as authorizing official.
  - c. Provide your federal ID number. If a nonprofit organization, please provide a copy of your 501(c)(3) status letter from the IRS.
2. **Complete the Budget page.**
3. **Complete the appropriate narrative questions for the grant category for which you are applying.**
4. **Include a copy of the museum's current budget.**
5. **Optional Supporting Materials** – If you wish, you may include materials that support your application such as photographs, an organizational brochure, or other materials. Up to two letters of support from members of your community may also be enclosed.
6. **Copies** – Please send the original plus **five** copies of the complete grant package to the IAM office. Grant applications without the additional copies will be considered incomplete and will be rejected.
7. **Deadline** – On time applications must be postmarked or hand-delivered to the IAM office by **November 1**. There will be no exceptions to this rule.
8. **Mail or deliver the application to:**  
Executive Director  
Illinois Association of Museums  
313 S. Sixth St.  
Springfield, IL 62701
9. **Questions?** For questions or information about your grant application, please contact the IAM office at 217/524-7080 or 217/524-6977.
10. **If you receive the grant, 50% of the funding will be released on the start date of the project.** The remaining 50% will be paid upon receipt and acceptance of the Final Report on the project. **If all of the allotted funds were not spent, final payment will reflect this change in expenses.**
11. **If the applicant is a museum consortium, a single museum must be named to have fiduciary responsibility.**





**Cover Sheet**  
Required for all applications



**This application is for the following grant category:**

- Community Awareness Grant
- Conservation Support Grant
- Consultation Services Grant
- Exhibit and Educational Program Grant
- Technology Grant

**Type of Institution:**

- Nonprofit Organization
- Government Institution

**Museum Information:**

- Number of volunteers
- Number of staff
- Number of days open per year

Organization Name \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Grant Project Director \_\_\_\_\_

Address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

\_\_\_\_\_  
*Signature of institution official*

\_\_\_\_\_  
*Print name and title*

*Note: The project director is **not** eligible to sign as the institutional official*

Amount of Funds Requested from IAM Museum Grant Program \$ \_\_\_\_\_

Amount of Match from Organization \$ \_\_\_\_\_

Total Cost of Project \$ \_\_\_\_\_

Organization's Federal ID number \_\_\_\_\_

*If a nonprofit organization, please include a copy of your 501(c)(3) status letter from the IRS with this application. Note that this is **not** your tax exemption letter from the State of Illinois.*



## ***Grant Budget***

Please give a detailed list of all items to be purchased with grant funds and matching funds. You may create your own form on a computer as long as all the categories below are included.

List items that grant funds, cash match, and in-kind matching funds are to be use for.	Amount from Grant Funds	Amount from In-kind Match	Amount from Cash Match	Total Amount for Item
Personnel/Consulting Fees				
Travel/Lodging/Registration Fees				
Supplies, Materials, and Equipment				
Postage and Printing				
Services				
Space Rental				
Other (Explain)				
<b>Totals</b>	<b>Total from Grant Funds</b>	<b>Total from In-kind Match</b>	<b>Total from Cash Match</b>	<b>Total for Project</b>

## ***Narrative Questions for All Categories***

Please answer the narrative questions for the grant category for which you are applying. Retype each question before answering it. Total length for all narrative questions should be no longer than four pages.

### **Community Awareness Grant:**

1. Describe the proposed project: what are its objectives and how will the project promote awareness and appreciation of your museum's role in your community?
2. How will your organization benefit from this project? How will your community benefit from this project?
3. Briefly describe how the funds will be used to implement the project.
4. Who is the project director and what are his/her qualifications for this project?
5. Name any other key personnel for this project and briefly describe his/her qualifications.
6. How will you publicize this project to your community?
7. How will you evaluate the project?

### **Conservation Support Grant:**

1. What kinds of collections does your organization have? (Give a brief description of the types of items you collect and an approximate number of items.)
2. How do you plan to use the Conservation Support Grant funds?
3. If you are applying for supply funding, how will these supplies help to protect your collection?
4. If you are applying for conservator's fees, who is the conservator chosen to work with you? How was this conservator chosen and what are his/her qualifications?
5. Does your museum have a Collection Management Policy and/or a Collection Conservation Plan? If yes, attach a copy. If no, do you plan to implement one?
6. Describe your current collection: how much of your collection is catalogued? What percentage of your collection is owned by your organization? What percentage of your collection is on loan to you? Where and how is your collection housed?
7. Do you have a staff member (paid or volunteer) whose primary responsibility is the care of the collections? If yes, state his/her name, position title, and qualifications.
8. How will you evaluate the project?

### **Consultation Services Grant:**

1. Describe the proposed project: what are its objectives and how will the project promote awareness and appreciation of your museum's role in your community.
2. Who is the consultant chosen to advise you? How was this consultant chosen and what are his/her qualifications?
3. How will your organization benefit from this project? How will your community benefit from this project?
4. How will the funds be used to implement the project?
5. How do you plan to use the consultant's written report?
6. How will you publicize this project to your community?
7. How will you evaluate the project?

### **Exhibit and Educational Program Grant:**

1. Describe the proposed project: what are its objectives and how will the project promote awareness and appreciation of your museum's role in your community.
2. How will your organization benefit from this project? How will the public benefit?
3. Briefly describe how the funds will be used to implement the project.
4. Who is the project director and what are his/her qualifications for this project?
5. Name any other key personnel for this project and briefly describe his/her qualifications.
6. How will you publicize this project to your targeted audiences?
7. How will you evaluate the project?

### **Technology Grant:**

1. Describe the equipment that you wish to purchase with grant funds.
2. Explain how this equipment will benefit your organization.
3. How will the public benefit from this project?
4. Will any training be required to allow your staff/volunteers to use the equipment effectively? If so, state how and where you will acquire the training.
5. How will you publicize this project to your community?
6. How will you evaluate this project?

## ***Checklist for Completing Your Application***

Have you included the following:

- \_\_\_\_\_ Cover sheet with official signature
- \_\_\_\_\_ Completed narrative (1-4 pages)
- \_\_\_\_\_ Completed budget page
- \_\_\_\_\_ Museum's current budget
- \_\_\_\_\_ A copy of your organization's 501(c)(3) status letter
- \_\_\_\_\_ Any required or optional supporting materials
- \_\_\_\_\_ Original plus five additional copies of the complete grant application
- \_\_\_\_\_ **Postmarked or hand delivered by November 1.**

Mail completed application to:

Executive Director  
Illinois Association of Museums  
313 S. Sixth St  
Springfield, IL 62701

Questions? Call 217/524-7080 or 217/524-6977.





**Illinois Association of Museums  
Museum Grant Program  
Final Report Form**



To close out your grant, please return this form and the required documentation immediately following completion of your project to: Executive Director, Illinois Association of Museums, 313 S. Sixth St., Springfield, IL 62701.

**General Information:**

Museum receiving grant \_\_\_\_\_

Mailing address \_\_\_\_\_

City/State/Zip \_\_\_\_\_

Contact person \_\_\_\_\_

Title \_\_\_\_\_

Phone \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Amount of the Grant \_\_\_\_\_

Type of Grant \_\_\_\_\_

Name of Consultant or Specialist \_\_\_\_\_

Please answer all of the following questions that are applicable to your project:

1. What was the nature of your project?

2. Did the consultant or specialist complete the project as described in the application?

3. Was the work done satisfactorily? Please discuss/explain.
  
4. Are there plans to implement any suggestions made by experts? Please discuss/explain.
  
5. Were supplies purchased with grant and/or matching funds? If so, please itemize.
  
6. Were grant funds expended according to the budget submitted in the application? If not, please explain why.
  
7. Did your final results differ from what was expected/proposed? Explain.

**Final Accounting**

1. Please attach copies of receipts for any supplies purchased and/or monies expended.
2. Enclose a copy of the written report from the consultant or specialist, if applicable, or a report describing any research paid for with grant funds and its value to your institution.
3. Enclose a copy of all published materials and/or publicity about your project.
4. What suggestions can you make to improve the efficiency and effectiveness of this program? How can IAM improve its grant offerings to meet your institution's needs in the future?

**Signature**, I the undersigned certify that all the information contained above is true and accurate and that I am duly authorized to sign this document.

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*Signature*

*Printed name and title*

*Date*

**The remaining 50% reimbursement will follow upon receipt of this form and accompanying materials.**